

**WiTS BiTS
CAREER CHANGE ACTION
STEP-BY-STEP
(INCLUDING THE JC/PN REQUEST SUB-PROCESS)**

Career Change Action Types Include:

Promotion
Promotion NTE
Transfer (in)
Change to Lower Grade
Reassignment
Conversion (Title 5)
Conversion NTE (Title 5)

1. HR ASSISTANT OR HR SPECIALIST

Initiate Action

- a. Enter data (mandatory fields) and select Action Type as “Career Change” when complete request has been received.
- b. Rubber stamp “Submit to Subprocess” (action closes)

2. HR SPECIALIST

1) *Review and Update Action*

- a. Open Career Change action from personal worklist
- b. Enter information into Career Change section on page 2
- c. Write WiTS Transaction # on corresponding hardcopy case file

NOTE: Step “2)” below is ONLY required if JOB CODE AND/OR POSITION NUMBER REQUEST is involved – If not, SKIP to STEP “5.c.”

2) *Initiate JCPN Request*

- a. Open Career Change action from personal worklist
- b. Click on **JCPN** tab
- c. Enter **JC, PN, or JC&PN** information as appropriate
- d. Rubber stamp “Initiate JC/PN Request”

3. BRANCH PM (POSITION MANAGEMENT) REVIEWER

Review and submit JCPN Request

- a. Open Job Code/Position Number Request action from personal worklist
- b. Review information and edit as necessary
- c. Rubber stamp “Send to Position Management Team”

4. **PM (POSITION MANAGEMENT) TEAM (CSD/OD)**

Process JCPN Request

- a. Open Job Code/Position Number Request action from personal worklist
- b. Enter action taken into ***Position Management Team*** Section of JCPN Request form
- c. Rubber stamp “Request Complete—Send Email”

5. **HR SPECIALIST**

Complete Career Change Action when JCPN is issued

- a. Open Career Change action from personal worklist
- b. Verify the issued ***Job Code*** and/or ***Position Number*** in the ***New Position Information*** section on page 1.
- c. Review pages 1 and 2 to verify all relevant information has been entered and complete as necessary.
- d. Rubber stamp “Send to HRA” for EHRP processing.

6. **HR ASSISTANT**

Review and use Career Change Action information to process the EHRP PAR

- a. Open Career Change action from personal worklist
- b. Review, edit (as necessary), and use information from pages 1 and 2 to process EHRP PAR
- c. Rubber stamp “Send to SPA” for final EHRP processing.

7. **SPA**

Complete Career Change Action when EHRP action is final authorized

- a. Open Career Change action from personal worklist
- b. Review information on pages 1, 2, and 3 and edit as necessary.
- c. Enter the actual ***Effective Date*** (and PSP or PCA information if appropriate) of the EHRP action
- d. Rubber stamp “Action Completed” to close and archive the Career Change action.